

## Requirements for a UPCI Shared Resource

- Each Shared Resource has a **Director (Faculty)** who oversees the overall operation, finances, and technology development of the Resource and, as appropriate, a **Manager**, who handles the day-to-day operation of the Resource.
- The Shared Resource Director provides consultation, if needed, on experimental design and data interpretation.
- Each Shared Resource has an **Advisory Committee** that, effective September 2012, includes the UPCI Associate Director(s) assigned to that Shared Resource to represent UPCI Executive Leadership. The Advisory Committee meets at least once a year, and provides advice on Shared Resource leadership and operations to the Faculty Director and Manager and to UPCI Administration and the UPCI Director. Members of the committee shall include: Shared Resource users from multiple departments, technical experts, and UPCI executive leadership. The Chair of the committee cannot be the Resource Director or manager. The Chair is responsible for taking meeting minutes and for submitting minutes for the record. Ex officio members of the committee include: the Shared Resource Director, Shared Resource Manager, Associate Director for Research Administration, and the Analyst/Accountant for Shared Resources.
- Each Shared Resource will prepare and have on file with the Associate Director of Research Administration a current **Three-year Business Plan** that includes a vision for the Resource as well as concrete goals and objectives for expanding services and most importantly for contributing to the scientific productivity of UPCI investigators must be included. An explanation of the financial model that is used by the resource (charge back, collaborative grant funding, pilot funds) should be described.
- The Shared Resource Director/Manager will submit a brief **Annual Report** to the UPCI Associate Director for Research Administration by December 15<sup>th</sup> each year. Submission of an Annual Report is **required** for all UPCI-managed shared resources.
- The Associate Director for Research Administration will conduct an **Annual User Survey** of all Shared Resources that will be completed no later than December 15th of each year. Results of the survey will be provided to each Resource Director and Manager to share with the advisory committee at their annual committee meetings and results will also be incorporated into the **Resource Annual Report**. The annual report must include the results of the survey including any major concerns of users with a plan to remedy concerns.
- Based on the Three-Year Plan, User Survey, Annual Report, and Advisory Committee feedback, the Faculty Director and Manager will outline goals and objectives for the coming year. These objectives will be reviewed, discussed, and approved at the Shared Resource annual advisory committee meeting, for which an agenda and minutes will be prepared. The agenda and minutes will be provided to the Associate Director for Research Administration.

- The Resource Manager will maintain an up-to-date website that includes services and pricing, a database of users, and a user log. The Resource Manager will work with the UPCI Analyst/Accountant for Shared Resources to track income and expenditures, budgets, and projections as needed.
- The Faculty Director and Resource Manager will participate in any review of their Shared Resource as requested by the Associate Director for Research Administration.